



Republic of Cyprus  
**MINISTRY OF FINANCE**



# VAT GUIDE

## Fill in your VAT Return

**This guide contains informational material and does not replace the Legislation.  
The guide was created based on the structure of the VAT Return Form, and provides useful information for the correct completion of the form.**



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## A. GENERAL INFORMATION

Any taxable person (individual or legal entity) who is registered for VAT or was required to register for VAT, is obliged to submit a VAT Return by the date notified either on the VAT registration certificate or otherwise, no later than the tenth day after the end of the month that follows the end of the period to which it relates.

The VAT return form is submitted only electronically via [TAX FOR ALL \(TFA\)](#) portal.

## B. BASIC INFORMATION REGARDING THE FILLING OF BOXES 1-11B

Before starting to fill each BOX on your VAT Return, please note the following:

### BOX 1-5

- The entries concern VAT amounts
- Do not use any punctuation marks to separate thousands (e.g. the amount of ten thousand should be presented as 10000,00)
- Enter all amounts in two decimal places, using a comma, not a dot (e.g. 10000,00)
- Enter "0" (zero) if you do not have any amount to declare
- The sum of boxes 1 and 2, should equal to the amount in box 3
- The difference between boxes 3 and 4 should be equal to the amount in box 5
- Enter the minus sign (-) to indicate a negative amount

### BOX 6-11

- Enter the amounts, excluding VAT
- Round the amounts to the nearest Euro
- Do not use any punctuation marks to separate thousands (e.g. the amount of ten thousand should be presented as 10000,00)
- Do not enter negative amounts



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- Enter "0" (zero) if you do not have any amount to declare.
- The amount in box 6 should be greater than or equal to the sum of the amounts in boxes 8A+8B +9+10+11B
- The amount in box 7 should be greater than or equal to the sum in boxes 11A +11B

### **C. COMPLETION OF VAT RETURN FORM** (*What to include in each box*)

**ATTENTION:** All boxes in the VAT Return, numbered 1-11B, should be completed.

#### **BOX 1: VAT due in the period, on sales and other outputs**

Enter the VAT amount due, on all supplies during the return period. This is your 'output VAT' for the period. VAT may also be due on supplies outside the mainstream of your business, such as:

- Distance sales (see information leaflet 3A – available only in Greek)
- Commissions received on sales made on behalf of third parties
- Transactions under articles 11, 11A, 11B 11C and 11D of **VAT law** (reverse charge)
- Services received from abroad
- Gifts of goods that cost more than €17,00 (see circular [EE195](#) paragraph 4-available only in Greek)
- VAT amount refunded on bad debts that have been subsequently received from the debtor (see circular [EE204](#) and [information leaflet 14](#)- available only in Greek)
- VAT amount shown on self-billed invoices issued by customers
- Sale of assets
- Goods taken out of the business for private use
- VAT related to the correction of the output VAT account

#### **Further note the below when completing box 1**

- Include (subject to conditions) the output VAT amount underdeclared or overdeclared on previous return (VAT account correction)



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- Remove VAT amount refunded to visitors from third countries under the 'Non-EU resident VAT refund' scheme
- Deduct any VAT on credit notes issued by you.
- Include the applicable VAT on the value of any non-monetary consideration for any goods or services supplied in exchange of other goods or services (e.g. exchange of property in the construction industry).
- Do not include any amounts notified as assessments by the Tax Department.

### **BOX 2: VAT on acquisitions from other Member States**

Write the VAT due on all goods and related cost, bought from VAT- registered suppliers in EU. These purchases are referred to as "acquisitions" from other Member States the value of which is recorded in box 11A.

Related costs include any payments, made to cover suppliers' costs in making the supply, such as supply, packing, transport or insurance which they are responsible for, under their contract with you.

You must include the VAT due, on all your acquisitions for the VAT period in which the tax point occurs.

This is the earlier of either the:

- Date of invoice issued by your supplier
- The 15th day of the month following the month that the goods were sent to you.

You may also be entitled to reclaim this amount as input VAT and do so by including the relevant figure as part of the total of BOX 4.

Information on Intra-Community trade can be found in [information leaflet 3A](#) (available only in Greek)

### **BOX 3: Total VAT due (sum of boxes 1 and 2)**

Show the VAT due, which includes the sum of BOXES 1 and 2 . **This is your output VAT** for the period.



**BOX 4: VAT reclaimed in the period on purchases and other inputs (incl. acquisitions from other Member States)**

Write the total amount of deductible VAT charged on your business purchases. This is referred to as 'input VAT' for the period. Please note that you **cannot** claim input VAT, unless you have a proper VAT invoice to support the claim.

**You can reclaim VAT relating to:**

- Imports from non-EU countries
- Acquisition of goods and related services from other Member States using the reverse charge method (invoice issued under the Law in the other Member State is required)
- Services received from abroad (Article 11) and transactions specified in Articles 11A and 11B and 11C of the VAT Law (reverse charge).
- Claims of as bad debt relief.
- Self-billed invoices by you.

**What to remember when completing box 4**

Do not include VAT with respect to the following:

- Purchases for private use
- Business entertainment to employees/directors/ anyone else, that counts as "business entertaining"
- Used goods purchased under the used goods plan.
- Deduction of any VAT amount on the credit notes issued by your suppliers.
- Input VAT (subject to conditions) that has been claimed or overstated in previous periods (VAT account Correction).
- Do not include any amounts related to payments to the Tax Department in respect of the Tax assessment disclosed to you or amounts due by the Tax Department.
- If you are partly exempt, your recovery of input VAT is subject to partial exemption rules.



## BOX 5: VAT payable or refundable

In order to complete BOX 5, you should deduct the figure in BOX 3 from the figure in BOX 4. .

**Positive difference** (figure in BOX 4 greater than the figure in BOX 3)

This is the VAT you must pay.

**Negative difference** (figure in BOX 4 is less than figure in BOX 3)

This credit balance can be transferred to your account and used for offsetting payment in the following period, or if the conditions are met, can be requested for refund by filing the relevant application via taxisnet.

## BOX 6: Total Value of Sales and all other output excluding VAT

Write in this BOX the total value, excluding VAT, of all your business sales and other specific outputs.

**Some examples are:**

- standard, reduced and zero rate (BOX 9) supplies
- exempt supplies
- supplies outside the scope of Cyprus VAT but would be taxable if they were made in Cyprus (BOX 10)
- goods and related services to other Member States (BOX 8A)
- services provided to taxable persons in other Member States (BOX 8B)
- services received from abroad on which reverse charge is applicable (BOX 11B)
- supplies under articles 11A and 11B and 11C of VAT law
- triangular transactions

**Do not include in box 6 any of the following:**

- the money you have personally put into the business
- loans, dividends and monetary supplies



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- insurance claims
- stock exchange dealings (unless you are a financial institution)

**BOX 7: Total value of purchases and all other inputs  
(excluding VAT)**

Write in this BOX, the total value of purchases and all other inputs, excluding VAT.

**Include the following:**

- standard, reduced and zero rate purchases/expenses
- exempt transactions
- acquisition of goods and related services from VAT – registered suppliers in other Member States
- services received, from VAT registered suppliers in other Member States
- value of goods cleared at customs, during this period
- services received from non EU countries
- ‘reverse charge’ transactions specified in articles 11A, 11B, 11C and 11D
- value of triangular transaction as an intermediate supplier

**Do not include:**

- wages and salaries
- contributions to various funds
- gifts of money
- interest / dividends / taxes and other expenses that are not considered supplies for business purposes
- Fees and taxes

**BOX 8A: Total value, excluding VAT, of intra community  
supplies of goods**

Write in this BOX:

- the value of the goods dispatched from Cyprus to a destination in an EU Member State.





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TAX DEPARTMENT

- goods dispatched from Cyprus for installation or assembly in another Member State.

Include related cost, excluding VAT, such as freight and insurance where these form part of the invoice or contract price. Note that you have already included this amount in box 6.

For these transactions you will need to submit for each month the Recapitulative Statement (VIES).

**BOX 8B: Total value of services provided in other Member States**

**Intra-Community Services ONLY**

Write in this BOX the amount of services provided to other EU Member States, for which the VAT is payable by the recipient. Please note that, you have already included this amount in BOX 6.

For these transactions you need to submit for each month the Recapitulative Statement (VIES).

**BOX 9: Total value of zero rated output transactions(0%)  
(other than those in BOXES 8A and 8B)**

Write in this BOX, the total value of the zero rate supplies (goods and services) in the Republic (including exports but excluding the sales you have entered in Box 8A and 8B above).

Please note that this amount is already included in BOX 6.

**BOX 10: Sales from activities outside the scope of CY VAT with  
the right of deduction of VAT input (other than those in BOX 8B)**

Write in this BOX, the total value of the supplies that are outside the scope of Cyprus VAT but would be taxable supplies if they were made in Cyprus (including triangular transactions and the mini one stop shop sales ( MOSS)).These sales are referred in article 21 (2) of VAT law.

Note that you have already included this amount in BOX 6

**BOX 11A: Total value of goods and services acquisitions  
and related cost (excl. VAT) from other EU member states**

Enter the total value of all acquisition of goods from VAT–registered suppliers in EU member states and related costs such as freight when they are part of the invoice or contract value.



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In this BOX you must also show the value of the goods installed or assembled in Cyprus, where those goods dispatched from an EU member State for assembly in the Republic.

Remember to include the sum of box 11A and squared 7.

ATTENTION The VAT attributable to these acquisitions should be included in BOX 2 as an output tax, while under the conditions of Article 21, it may also be included as input tax in BOX 4.

### **BOX 11B: Total Value of Services Received from other Member States**

Write in this BOX the total value of the services you have received from VAT-registered suppliers in other EU member states.

Remember to include the sum of BOX 11B in BOXES 6 and 7.

ATTENTION The VAT attributable to these services should be included in BOX 1 as output tax, while under the conditions of article 21 of VAT law it may also be included as input tax in BOX 4.

## **D. FREQUENTLY ASKED QUESTIONS**

### **Question 1**

I carry out triangular transactions as an intermediary supplier. Which BOXES should be filled?



**Answer:** Fill BOX 7 with the value of the purchases for these transactions and the sales value for your triangular transactions in BOXES. 6 and 10.

### **Question 2**

I am acquiring goods from other EU member states. Which boxes should be filled?

**Answer:** You should fill in , the following boxes as follows:

Box 2: the output VAT corresponding to these acquisitions

Box 4: the input VAT if the conditions of Article 21 are met

BOX 7 and BOX 11A: the value of the acquisitions

### **Question 3**

I receive services from other member states and third countries (outside the EU) for which the place of supply is Cyprus (article 11). The reverse charge applies to these services. Which boxes should be filled?

**Answer :**(a) Services received from other EU member states

Box 1: enter the output VAT attributable to these services

Box 4: enter the input VAT if the conditions of article 21 are met

Boxes 6 and 7: enter the value of these services

Boxe 11B: fill in the value of the services

(b) Services received from Third Countries

*Box 1:* enter the output VAT attributable to these services

*Box 4:* enter input VAT if the conditions of Article 21 are met

*Box 6 and 7:* enter the value of these services

### **Question 4**

I receive services/goods under article 11A, 11B 11C and 11D for which the reverse charge applies. Which boxes should be filled?

**Answer:** You should fill in , the following boxes as follows:

*BOX 1:* enter the output VAT corresponding to these transactions

*BOX 4:* enter input VAT if the conditions of Article 21 are met



*BOX 6 and 7:* enter the value of these transactions

## E. VAT PAYMENT

Payment can be made either via internet banking, or at bank counters.

### **Online Payments via Internet Banking**

In order to make an online payment you need:

- Your VAT registration number
- The VAT payment code, which appears at the bottom of the VAT Return Form (there is a separate VAT code for each VAT Return Form)

### **Payment at banks' counter**

Print the payment receipt on the TAXISnet system, which must be presented to the bank's counter

## F. VAT REFUND

If the amount in BOX 5 is negative then the credit balance can be transferred for and used for offsetting payment in the following period, or if the conditions are met, to file a VAT refund request by filling out Form 4B electronically when submitting the VAT Return Form.